

Procedure: Used Fluorescent Light Tube Storage and Disposal

1. Collection

- Collect all fluorescent lamps for recycling. High level and low level mercury bulbs (green ends or green writing) can be collected in the same container.
- Place used tubes in designated storage area.

2. Storage

- An area must be designated as the storage area. This area must be:
 - In a secure area; the loading dock is not permissible unless in a gated area.
 - An area out of the weather, so that the cardboard containers do not become wet.
- Used light tubes cannot be stored for more than a year.
- Used light tubes must be kept in a container. This can be the original box that the lights came in or Environmental Health and Safety can also supply boxes for storage.

3. Labeling

- All containers of light tubes must be labeled at the start of filling each box with the following: (Pre-printed labels are available)
 - "Universal Waste - Lamps"
 - Date the container was started to be filled.
 - Building name.

4. Disposal

A. OPP

- Fill out the chemical waste pickup request form for used light tube disposal. This form can found on the EHS web site at:
http://www.ehs.psu.edu/hazmat/chem_manifest/chem_manifest.cfm.
The lights will not be picked up without the proper paperwork being submitted.
- Mail a hard copy of the form to Al Matyasovsky in 186 OPP for pickup.
- Pickups are done on the second Wednesday of April, August, and December.
 - Pickup request must be received before 5:00 am on Wednesday for them to be picked up.
 - Janitorial supervisors are prompted by PM work order to dispose of all boxes (full and partial) on first of the above months.
- If storage area is full prior to one of the three scheduled days, contact Al Matyasovsky for pickup.
- The used lights are then transported to a central storage facility.
- Bulbs are sent for recycling three to four times per year, depending on rate of generation.

B. Housing

- Fill out the chemical waste pickup request form for used light tube disposal. This form can found on the EHS web site at:

http://www.ehs.psu.edu/hazmat/chem_manifest/chem_manifest.cfm.

The lights will not be picked up without the proper paperwork being submitted.

- EHS will pick up the lights once the request is received.
- The used lights are then transported to a central storage facility.
- Bulbs are sent for recycling three to four times per year, depending on rate of generation.

5. Broken light tube cleanup

- All broken lights should be cleaned up immediately.
- Use a broom and dustpan to sweep up the dust and broken glass.
- Put cleaned up material into a bag and place with the used lamps.

See SY 31, <http://guru.psu.edu/policies/SY31.html>, for further information and the written policy on fluorescent light tube storage and disposal.